



Librarian

Department: Library

Class Code: 6121

EEO Code: 22

FLSA: E

Effective: 15/03/1991

GENERAL STATEMENT OF DUTIES:

Under general direction; performs work of moderate difficulty managing a section within the library; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

(illustrative only):

- Manages a specific section and staff within the library system;
- Coordinates a specialized subject area system wide;
- Performs reference and readers advisory services;
- Instructs patrons in search techniques and in the use of various library tools;
- Participates in system wide materials selection process;
- Trains and supervises volunteers;
- Plans and carries out programs for patrons of the library;
- Plans displays of library holdings and develops public relation programs;
- Performs bibliographic searches;
- Prepares bibliographies and book lists;
- Plans adult and juvenile programs in library;
- Promotes public library programs in the schools;
- Prepares statistical reports as requested;
- Studies and researches alternative possibilities for service delivery and operations management improvement;
- Prepares proposals and reports;

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of books and authors and ability to relate this knowledge to the reading interests and information needs of the public; of automation, including circulation and reference; of program planning and execution; considerable knowledge of theories and principles of library science; management skills. Considerable skill in communicating effectively with people of varying backgrounds and ages; in using common library machines.:

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MINIMUM EDUCATION AND EXPERIENCE:

Core curriculum for a master's degree in library science; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

Certification by the State of Virginia.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.